

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 15-022**

OPENING DATE: 25 Feb 15 **CLOSING DATE:** 11 Mar 15 **AGENCY:** 5709 **PIN:** 270

POSITION: FACILITIES MAINTENANCE REPAIRER III (HVAC) (CRTC)

STARTING SALARY: \$28,128.12

LOCATION OF POSITION: ANG Combat Readiness Training Center, 4715 Hewes Ave., Gulfport, MS 39507.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. High school diploma or GED equivalent and three (3) years experience in the HVAC field.
2. Must have CFC/HCFC Certification. **PROOF OF CERTIFICATION MUST BE SUBMITTED WITH APPLICATION.**
3. Physical condition of such nature as to permit lifting, stooping, climbing, and continuous moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.
4. Possess a valid state driver's license and if authorized to operate a government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Performs the full range of work involved in the installation, repair, overhaul, maintenance, and servicing of industrial and domestic reach-in and walk-in coolers, dehumidifiers, air conditions units and systems, ventilating systems, and related equipment.
2. Diagnoses and locates malfunctions; disassembles, repairs, replaces, and/or adjusts thermostats, pressure stats, humistats, relay switches, and other automatic control devices.
3. Disassembles and repairs compressors and related components; service and repairs evaporators, condensers, and receivers; repack valves, replaces electric motors, belts, pulleys, lubricates moving parts.
4. Replaces and/or cleans filters; bleed systems and replaces refrigerants; test for leaks and for excessive load conditions; reconditions, modifies, and fabricates parts.
5. Install and relocates equipment. Uses all hand tools, test equipment.
6. Coordinates with assigned supervisor and/or other trades for the purpose of competing projects and work orders efficiently.
7. Trouble shoots and repairs computerized Intrusion Detection and Fire Alarm System and highly sophisticated computerized control circuitry of Heating Ventilation and Air Conditions Systems.
8. Works as a member of a maintenance team. Assist with plumbing and electrical repairs and received assistance from other crafts.
9. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website www.ms.ng.mil or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.